

# GMAP Application and Instructions for USG-Sponsored Personnel

Dear Applicant:

Thank you for your interest in the Fletcher School's Global Master of Arts Program (GMAP). With the exception of TOEFL test scores (if applicable), please send all admission materials to your Service or Agency representative identified in the table below as DOD Agency GMAP points of contact. If you do not see your agency listed, use the DISAM POC.

We are currently accepting applications that will be reviewed and forwarded to Tufts for both the March and July 2014 class start. To ensure your application gets proper consideration, please submit it to your POC by 1 October 2013 (see next page for package submission instructions and points of contact).

You can complete this form electronically by filling in the blue boxes with the appropriate text or clicking on the check box. Application materials and supporting documents are not returnable. Therefore, we suggest that you make a copy of the application and supporting documentation for your records.

We appreciate your interest in the Global Master of Arts Program and look forward to receiving your application.

GMAP Application Checklist
<input type="checkbox"/> Application for Admission
<input type="checkbox"/> Two recommendations
<input type="checkbox"/> Letter of Sponsorship
<input type="checkbox"/> Essay Responses
<input type="checkbox"/> Résumé
<input type="checkbox"/> Acknowledgement of Commitment (Student Acknowledgement Statement)
<input type="checkbox"/> Continued Service Agreement
<input type="checkbox"/> Academic Transcript(s) *Original transcripts are not required at this time. Applicants will be asked to send these original transcripts at the appropriate time, prior to forwarding to Tufts. In lieu of originals, please send/fax legible copies with your application to facilitate government selection

# GMAP Application and Instructions for USG-Sponsored Personnel

In order to avoid delays in the processing of your application, please read and follow all instructions carefully and completely. Please fill out all forms and answer all questions carefully and completely.

When the application has been completed, printed, and signed, forward all required materials to your designated POC. As noted previously, if you do not see your service/agency representative listed here, forward all materials to the DISAM POC.

DOD Agency GMAP Points of Contact	
Army	Mr. David Williams DASA/DEC HQDA, OSA(ALT); ATTN: SAAL-NP 2530 Crystal Drive, Suite 11134D Arlington, VA 22202 E-mail: david.a.williams11.civ@mail.mil Phone: 703-545-4806 (DSN: 865-4806) Fax: 703-602-3217
Navy	Mr. David Ehrlich Navy IPO 1250 10th Street SE, Suite 2000 Washington Navy Yard, DC 20374-5165 E-mail: David.Ehrlich@navy.mil Phone: 202-433-5606 (DSN: 288-5606) Fax: 202-433-6784
Air Force	Ms. Shanue Crouch SAF/IAGR 1080 Air Force Pentagon Washington, DC 20330-1080 E-mail: Shanue.Crouch@pentagon.af.mil Phone: 571-256-7507 (DSN: 260-7507) Fax: 571-256-7569
DSCA	Ms. Renee Haynes DSCA-FO 201 12th Street South, Suite 203 Arlington, VA 22202-5408 E-mail: Renee.Haynes@dsca.mil Phone: 703-604-6613 (DSN: 664-6613) Fax: 703-602-5403
Non-MILDEP IA Personnel	Mr. Gregory Sutton DISAM/DR 2475 K Street Wright-Patterson AFB, OH 45433-7641 E-mail: Gregory.Sutton@disam.dsca.mil Phone: 937-255-5850 (DSN: 785-5850) Fax: 937-656-4685

# GMAP Application and Instructions for USG-Sponsored Personnel

Name: \_\_\_\_\_  
Last (Family)
First
Middle
Preferred

Month you will begin the program: ☐ March 2014    ☐ July 2014    ☐ March or July 2014

Funding source of billet: ☐ FMS    ☐ O&M

US Social Security Number (if applicable): \_\_\_\_\_ Date of Birth (MM/DD/YYYY): \_\_\_\_\_

Sex: ☐ Female    ☐ Male

Have you ever applied to the Fletcher School before? ☐ No    ☐ Yes, In what year? \_\_\_\_\_

**Current Mailing Address:**

Street address: \_\_\_\_\_ Until (if not permanent)? MM/YY \_\_\_\_/\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country (if not USA): \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_

Home Fax: \_\_\_\_\_ Work Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_ Work E-mail: \_\_\_\_\_

**Permanent Address and Telephone:** ☐ Same as current address

Street address: \_\_\_\_\_ Until (if not permanent)? MM/YY \_\_\_\_/\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country (if not USA): \_\_\_\_\_

**Citizenship:**

☐ US    ☐ Non-US (list country: \_\_\_\_\_)

☐ Permanent resident (list alien registration number: \_\_\_\_\_)

**Ethnicity (optional—US Citizens and permanent residents only)**

☐ African American

☐ Asian/Pacific American

☐ Caucasian

☐ Hispanic/Latino/Chicano/Puerto Rican

☐ Native American

☐ Other (specify) \_\_\_\_\_

**Emergency Contact Information:**

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country (if not USA): \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Relationship to Applicant: \_\_\_\_\_

Colleges and Universities Attended (List in chronological order):

College/University	Location	Dates Attended	Degree	Date Awarded	Major field of Study

1. Have you ever had to withdraw from or repeat a term at any educational institution? ☐ No    ☐ Yes\*

2. Have you ever been dismissed or suspended from any educational institution or place of employment? ☐ No    ☐ Yes\*

**\*If you answered “yes” to either of these questions, please attach a separate statement explaining the circumstances.**

# GMAP Application and Instructions for USG-Sponsored Personnel

## Language Proficiency

Native language: \_\_\_\_\_

Foreign language(s): in the chart below, please list the language(s) and indicate your proficiency level: B=beginner, I=intermediate, A=advanced, F=fluent.

Please note that a successful completion of GMAP includes proficiency in a second language. If English is your first language proficiency in a second language will be measured through required written and oral exams as follows: "limited working proficiency in speaking; general professional proficiency in reading." These requirements are defined by the Interagency Language Roundtable, which can be viewed by visiting: <http://www.govtilr.org/skills/ILRscale1.htm>.

Language	Reading Proficiency	Writing Proficiency	Speaking Proficiency

If applicable, when did/will you take the TOEFL? (MM/DD/YYYY)? \_\_\_\_/\_\_\_\_/\_\_\_\_

If known, what is your score? \_\_\_\_\_

## Employment Experience:

How much time have you spent in IA? \_\_\_\_\_

Include relevant employment experiences in a résumé and submit it with your application package. Make sure your international affairs duties are clearly identifiable as this is the basis to determine the sufficiency of your experience.

## Activities/Interests:

Activity	Dates	Offices Held (Indicate if appointed or elected)

## Letters of Recommendation:

Please provide recommendation forms and envelopes to two individuals who have supervised your work. One must be from your current immediate supervisor (in the case of Combatant Command members—your J4/J5 or other senior staff leader). Please provide the names and telephone numbers or e-mail addresses of your recommenders. This is needed in case we do not hear from them in a timely manner.

### Recommender 1:

Name: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

### Recommender 2:

Name: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

# GMAP Application and Instructions for USG-Sponsored Personnel

## Letter of Sponsorship:

A sponsorship letter (for DISAM) from your unit commander, or equivalent, must accompany this application. This letter must

- Be written on organization letterhead
- Be addressed to DISAM
- Endorse your participation in the program
- Contain confirmation that you (the applicant) are on a DSCA-funded billet
- Acknowledge awareness of the time demands and willingness to grant time off to complete school work as the mission permits
- Contain confirmation that you will be provided the necessary time off to attend the mandatory three two-week residencies (NOTE: per Tufts University, attendance at the three residencies is mandatory or you will not be allowed to graduate)
- Military members must include the member's planned/anticipated rotation date and how this graduate program will specifically impact the individual's anticipated role within the Security Cooperation workforce in current and future assignments

## Essay Questions:

1. What are your specific career goals and how will Fletcher's Global Master of Arts Program help you achieve your personal and profession.
2. Briefly describe the three most important challenges facing your organization today (300 words).

## Continued Service Agreement:

### Civilian

- SF 182-Civilian Continued Service Agreement. Please use the pre-populated form found on the DISAM website under GMAP

### Military

- Service-specific form to be initiated for Active Duty Service Commitment in line with individual Service guidance.

## Certification:

*I hereby certify that the information given by me on this application is complete and accurate in every respect. The information I am submitting for admission is my own work and I have read and understand the form "Application and Instructions" and "Application Process." I understand and agree that any misrepresentation may be cause for denial and revocation of admission or subsequent dismissal from the Fletcher School.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# GMAP Application and Instructions for USG-Sponsored Personnel

## Student Acknowledgement Statement (page 1 of 2)

Acknowledgment and agreement in the areas below are required to be considered for nomination to this program. Please initial each item and sign and date below where indicated.

I. There may be an opportunity in the 2014–2015 Academic Year for students to enter GMAP in either March 2014 (complete March 2015) or July 2014 (complete July 2015). Based on that potential opportunity, I would like to be considered for: (Initial as appropriate/desired.)

\_\_\_\_\_ March 2014–March 2015 class only

\_\_\_\_\_ July 2014–July 2015 class only

\_\_\_\_\_ I am willing to participate in either class opportunity (March or July)

## II. Sponsorship:

I understand, and agree to, the terms of the student academic commitment and DOD/DSCA and my owning unit's sponsorship noted within Appendix B, Student Supplemental Information. I understand that should I not complete all remaining graduation requirements by the end of that second academic year (March or July two years beyond original graduation date as applicable), DOD/DSCA and my owning organization reserves the right to revoke continuing sponsorship and consider any reimbursement of funds expended by DSCA for my GMAP program to the US Government.

\_\_\_\_\_

I understand, and agree that failure to complete the GMAP program in the allotted twelve-month schooling period will result in additional expenses. These additional expenses are not the responsibility of Tufts University, DSCA, or my owning organization.

\_\_\_\_\_

## III. Part-Time Status:

I understand, and agree, the GMAP is a part-time endeavor on my part for the appropriate academic period specified by the enrollment. My normal duties factor into my decision to participate in GMAP and I will work with my supervisory chain to complete this program and its academic and travel requirements.

\_\_\_\_\_

## IV. Service Commitment Statement of Understanding and Agreement (Initial appropriate entry):

### CIVILIAN PERSONNEL

I understand, and agree, that upon completion of GMAP, I will serve in the Department of Defense for three (3) times the length of the training period. If I voluntarily leave the agency before completing the period of service, I agree to reimburse the agency for fees, such as tuition and related fees, travel, and other special expenses paid in connection with this training. These fees exclude salary I have attached the SF182 which is to be finalized upon my admission to the program based upon the class attending (March or July). A copy of that finalized form will be provided to DISAM NLT 1 Mar 2014, prior to the initiation of the GMAP academic year. Should I not graduate with my class, I will work with DISAM to ensure an updated form is completed based on individual hold-over

# GMAP Application and Instructions for USG-Sponsored Personnel

## Student Acknowledgement Statement (page 2 of 2)

requirements/actual graduation. I understand and agree that should DOD sponsorship, or the sponsorship of my owning organization be revoked, DOD may recoup funds from me expended for my participation in the GMAP program.

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### MILITARY PERSONNEL

I understand, and agree, that upon completion of GMAP, I incur an active duty service commitment per established policies of my MILDEP/Service Agency. I have attached the appropriate Active Duty Service Commitment form which is to be finalized between my owning organization and my servicing Military Personnel Office upon my completion of the program. A copy of that finalized form will be provided to DISAM within sixty days following my graduation. Should I not graduate with my class, I will work with DISAM to ensure this action is completed based on individual hold-over requirements/actual graduation.

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## V. Grades and Thesis Information:

### GRADES

I agree to provide my individual trimester grades to DISAM, to arrive not later than fifteen days after receipt from Tufts University/Fletcher School. The points of contact for this is are Dr. Ron Reynolds or Mr. Greg Sutton, DISAM/DR, 2475 K Street (Building 52, Area B), Wright-Patterson AFB, OH 45433-7641.

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### THESIS

I agree to provide DISAM with information regarding my thesis (i.e. subject, in-process status, and a copy after successful defense). I understand that the thesis abstract will be loaded into the GMAP database maintained by DISAM, but will not be published in *The DISAM Journal* without the author's consent and proper Public Affairs release. The point of contact is Mr. Greg Sutton, DISAM/DR.

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## VI. Computer Ownership

I understand, and agree, that the laptop computer provided by the Fletcher School for the purposes of completing GMAP, belongs to the Government and that upon completion of GMAP, and I will follow DISAM instructions for the disposition of the computer.

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Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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## Glossary of Terms

### Academic Transcripts

When forwarding your application to your point of contact, legible copies are sufficient. However, packages forwarded to Tufts must contain one official academic transcript from each college or university attended. You will be notified when to send official transcripts. We will accept your transcripts on official school stationery that are sent directly by you or your academic institution to your GMAP POC. Appropriate university officials must certify these academic records. Students graduating from non-US institutions must submit certified translated academic records in addition to the original transcript.

### Application Deadlines, Acknowledgement, and Notification

It is to your advantage to submit your application as soon as possible. We will acknowledge receipt of your application materials immediately and inform you of any incomplete requirements via e-mail. The deadline for submission of applications is 1 October 2013. Once the Service/Agency Selection Panel makes its decision, you will be notified of your status.

### Application for Admission

Please print or type the application. Use the space provided on the form; you may include additional sheets, if necessary. Include your name and US social security number (if applicable) on all added sheets. Sign and date the application form.

### Costs and Funding

Tuition includes educational expenses for the twelve-month schooling period (see Student Acknowledgment item II), laptop computer and software (see Student Acknowledgment item VI), class materials, and room and board for the three residential sessions. Student transportation costs to and from the three two-week residencies and miscellaneous incidentals for the three residencies will be funded centrally by DISAM. All students must provide their own Internet service provider (ISP).

### Essay Questions

Answer the essay questions as fully as possible while complying with length requirements (minimum 400 words for “specific career goals” and minimum 300 words for “challenges facing your organization today”). Responses should be typed and double-spaced.

### Letter of Sponsorship

This letter, signed by your unit commander or equivalent, acknowledges the organization’s responsibility for providing sufficient time to participate in completing online/non-resident responsibilities and attendance at the required residencies. However, ultimate responsibility in assignment completion rests with the student.

### Recommendation Letters

Provide recommendation forms and envelopes to two individuals who have supervised your work. One must be from your current immediate supervisor (in the case of Combatant Command members—your J4/J5 or other senior staff leader). Be sure you have written your name on the forms and that you have addressed the envelopes to yourself before giving them to your recommenders. The signed and sealed envelopes are to be returned to you so you can enclose them with your application materials. If recommendations come from individuals no longer assigned in your unit, they may mail them directly to the appropriate MILDEP/DSCA point of contact.



# **GMAP Application and Instructions for USG-Sponsored Personnel**

## **Résumé**

Attach an up-to-date résumé, providing information on employment, academic honors, awards, international experience and travel, and extracurricular activities. Make sure international affairs duties are clearly identifiable as this will be the basis to determine the sufficiency of your experience.

## **TOEFL**

Non-US citizens who graduated from institutions where English is not the language of instruction are required to submit Test of English as a Foreign Language (TOEFL) scores. TOEFL scores taken through computer-based testing (CBT) will be reported to the Service/Agency POC as part of the application, but not later than two (2) weeks after completion.